

leap

opened records

return to main home screen

scan or search

O

search records

FIND

Patron

BIB Record

Item Record

utilities

hold queue


picklist processing

help


setting

logout

UTAH-email user

CHECK IN

Patron returns items to be checked in

NEW PATRON

to register a new patron

How do we **CHECK OUT** items to a patron?

**OR** You may scan their card or type their name in the scan/search window. Doing this will bring up patron and authors names.  
You may click FIND and search the patron name,

**THEN** select the right patron, click open, then on the info bar click check out, SCAN BARCODES

OTHER **PATRON SERVICES** AVAILABLE IN THE PATRON PROFILE

Patron Name			REGISTRATION		REFRESH	CLOSE
Patron ID Number						
Patron Registered Library		BLOCKS	NOTES			
	<u>Check Out (0)</u> new items	<u>Out(2)/Overdue(0)</u> previous items	<u>Account (\$0.00)</u> fines owing	<u>Claims (0)/Lost (0)</u> reports lost	<u>Holds (2)/Held(0)</u> patron holds	More
<div>Scan or enter item barcode</div>			<div>FIND TOOL</div>			
TITLE	CALL NUMBER	DUE DATE	BARCODE	MATERIAL TYPE	SHELF LOCATION	ACTION

How do I **PLACE A HOLD** for a patron?

- Enter the patrons record,
  - click the Holds/Held tab in the tool bar
  - click New Hold
  - Enter the Title of the item in the Search for Title box, enter
  - Select the item the patron asked for, OPEN
  - Verify the date the patron would like it available,
  - Verify pickup location/stop
  - Click Place Hold, click continue, DONE.

Patron Name			REGISTRATION	REFRESH	CLOSE
Patron ID Number					
Patron Registered Library	BLOCKS	NOTES			
<u>Check Out (0)</u>	<u>Out(2)/Overdue(0)</u>	<u>Account (\$0.00)</u>	<u>Claims (0)/Lost (0)</u>	<u>Holds (2)/Held(0)</u>	More
new items	previous items	fines owing	reports lost	patron holds	

Scan or enter item barcode

FIND TOOL

When you click find tool the screen changes

NEW HOLD

CancelReactivateDeleteFill NowMoreFilter Holds

Enter the Title, Select the correct title, OPEN, verify Activation, Expiration and pickup Location, Click Place Hold

ActivationAutomatic Date

ExpirationAutomatic 6 months

PickupDrop down to select location

PLACE HOLDCANCEL

You may change  
these dates if requested

DONE